

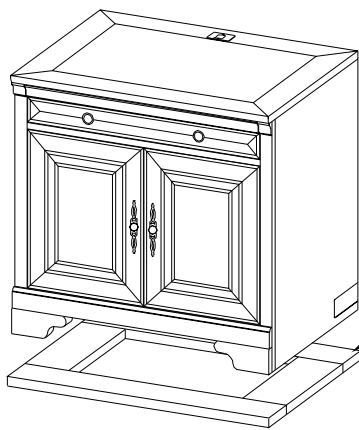
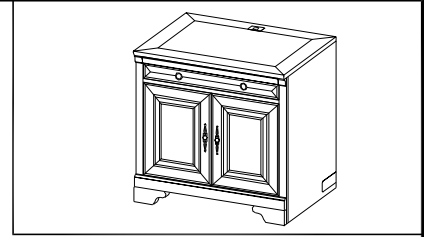
ASSEMBLY INSTRUCTIONS



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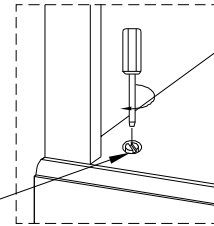
ITEM NO: I40-340 32" Computer Desk



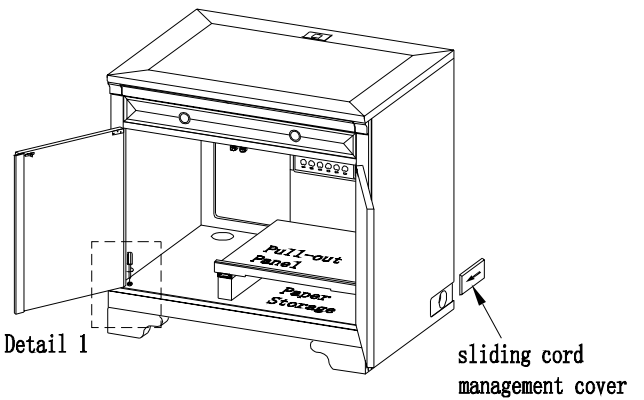
Take this skid off and discard.

Detail 1

Adjustable leveler

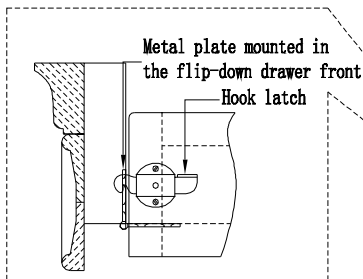


Adjust the leveler in the base with a screw driver if necessary.

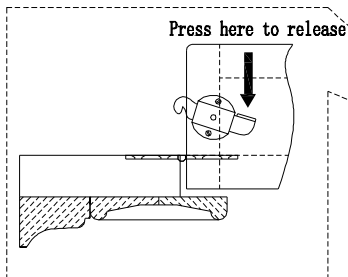
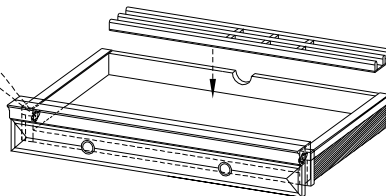


Detail 1

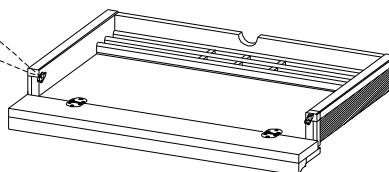
sliding cord management cover



Metal plate mounted in the flip-down drawer front
Hook latch



Press here to release

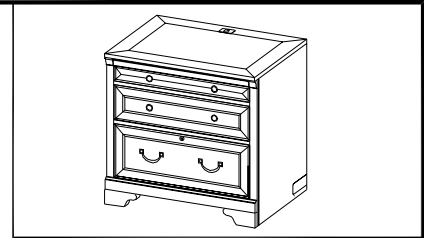


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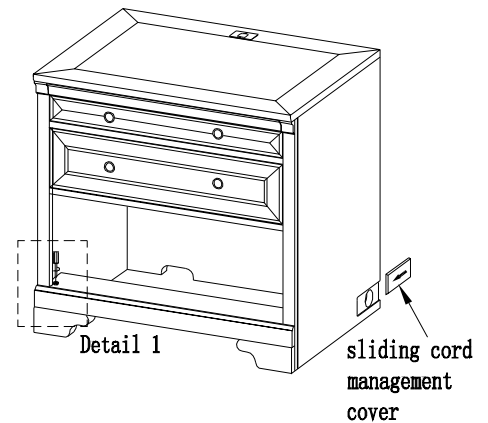
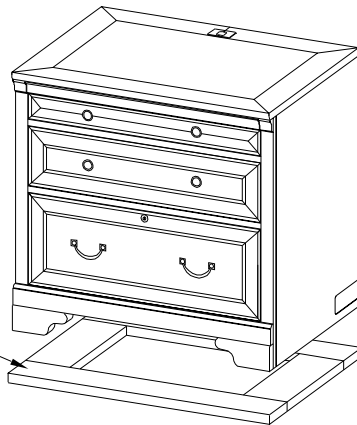
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ITEM NO: I40-341D 32" Drawer Unit

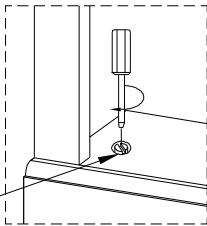
COMPONENTS LIST	
Key	2 Pcs

Take this skid off and discard.



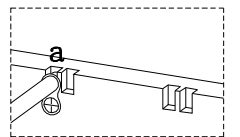
Detail 1

Adjustable leveler

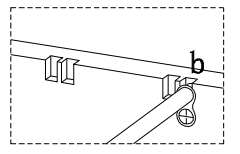


Adjust the leveler in the base with a screw driver if necessary.

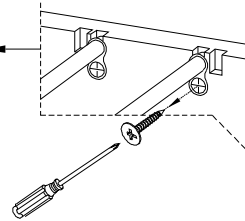
For Legal file:



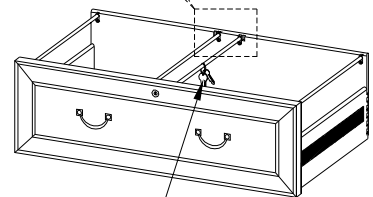
or



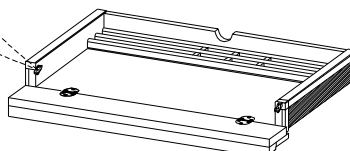
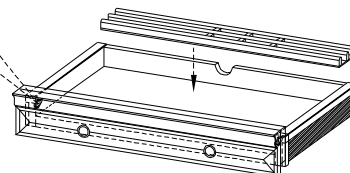
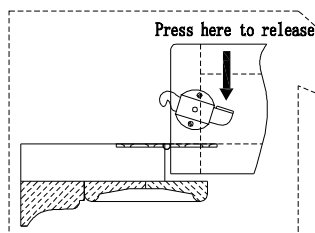
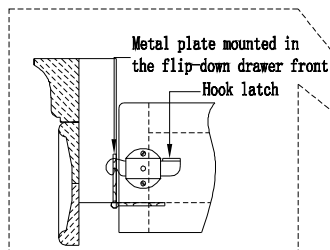
For Letter file:



If you want to put legal files instead of letter files in file drawer, remove rod loops and file rods located in the middle two-row holes. Then relocate one rod loop and one file rod in hole a or b as above, and install it. Place the other rod loop and file rod in a safety place.



Key for file lock.
Do not trash.

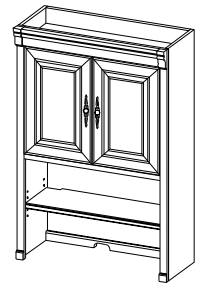


ASSEMBLY INSTRUCTIONS



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ITEM NO: I40-342 Door Hutch

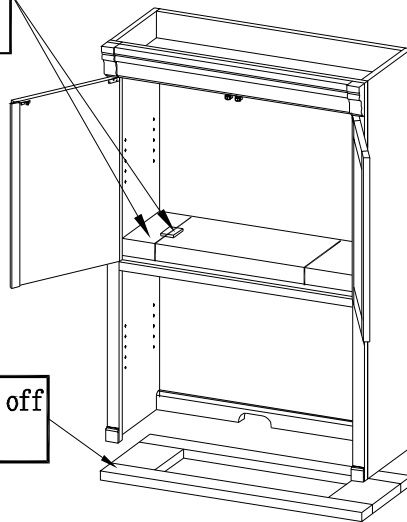
HARDWARE PACK

- Shelf Bracket 8 Pcs
- U Bracket 1 Pc
- Wood Screw 2 Pcs

COMPONENTS LIST

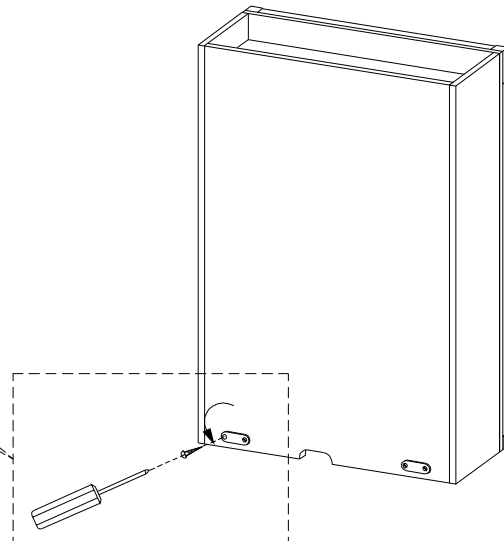
- Shelf 2 Pcs

Wood shelves and hardware pack.
Do not trash.



Take this skid off and discard.

Take off one screw from each mounting plate and swing it to the proper location on the base before resealing it with the screw.



ASSEMBLY INSTRUCTIONS

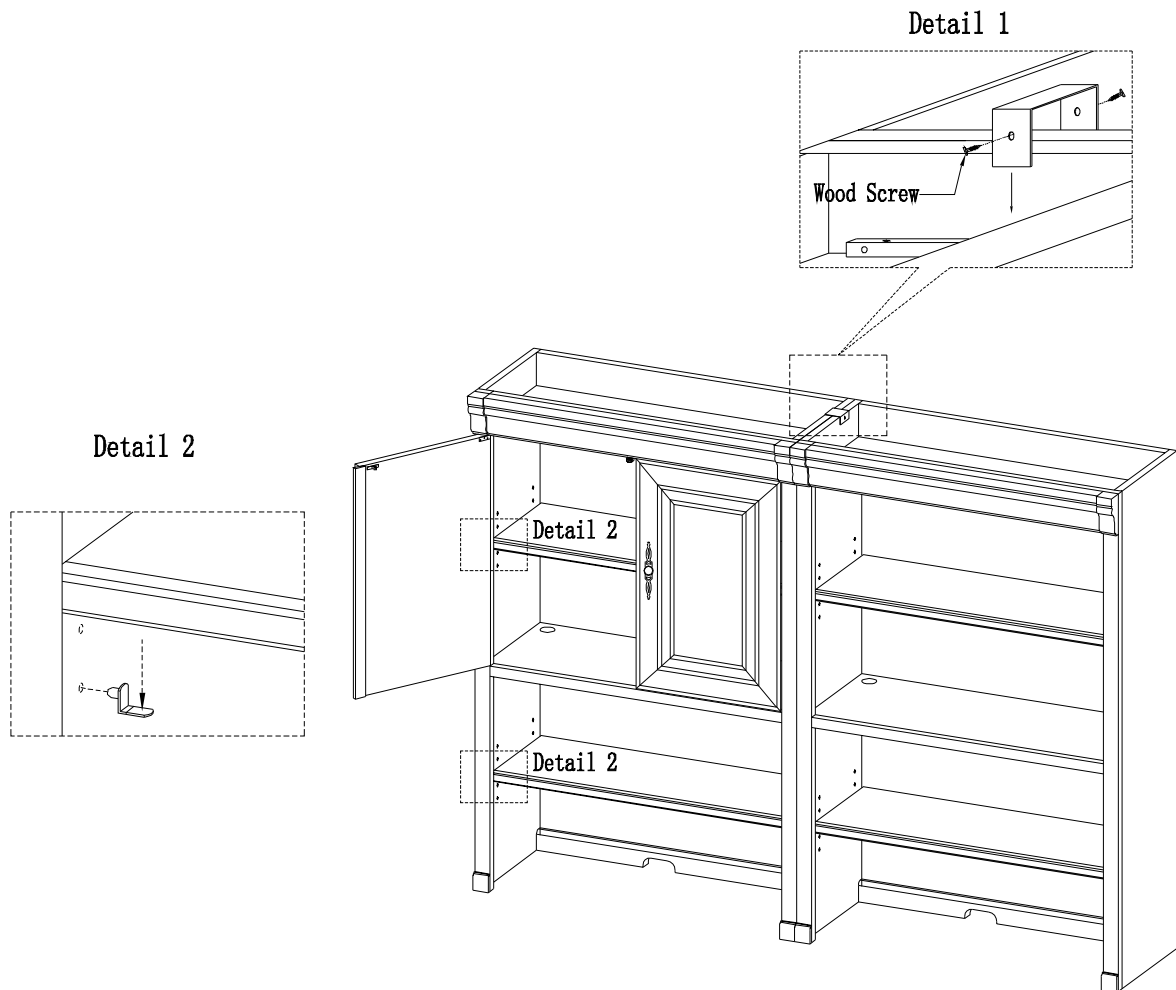
Page 2/2



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ITEM NO: I40-342 Door Hutch



1. Open the box and remove the bottom skid.
2. Take out the shelves and hardware pack.
3. Insert the shelf brackets into the holes in the side panels and place the shelves on as shown in detail 2.
4. Use the U bracket to secure the bookcases together. Line up the front moldings before you tighten the screws, as shown in detail 1.

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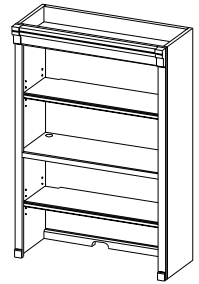
2012-06-14

ASSEMBLY INSTRUCTIONS



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ITEM NO: I40-343 Open Hutch

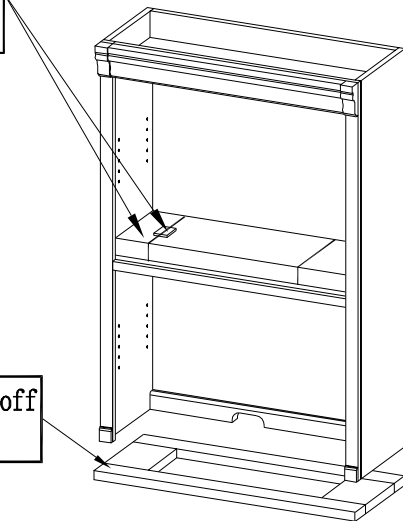
HARDWARE PACK

- Shelf Bracket 8 Pcs
- U Bracket 1 Pc
- Wood Screw 2 Pcs

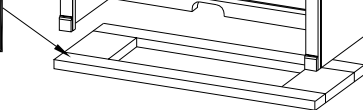
COMPONENTS LIST

- Shelf 2 Pcs

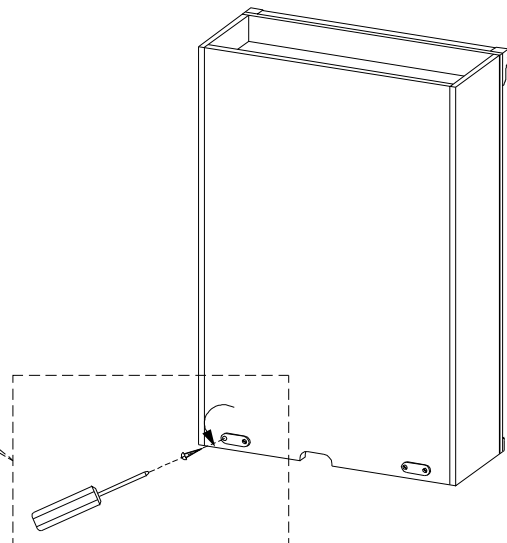
Wood shelves and hardwarepack. Do not trash.



Take this skid off and discard.



Take off one screw from each mounting plate and swing it to the proper location on the base before resealing it with the screw.



ASSEMBLY INSTRUCTIONS

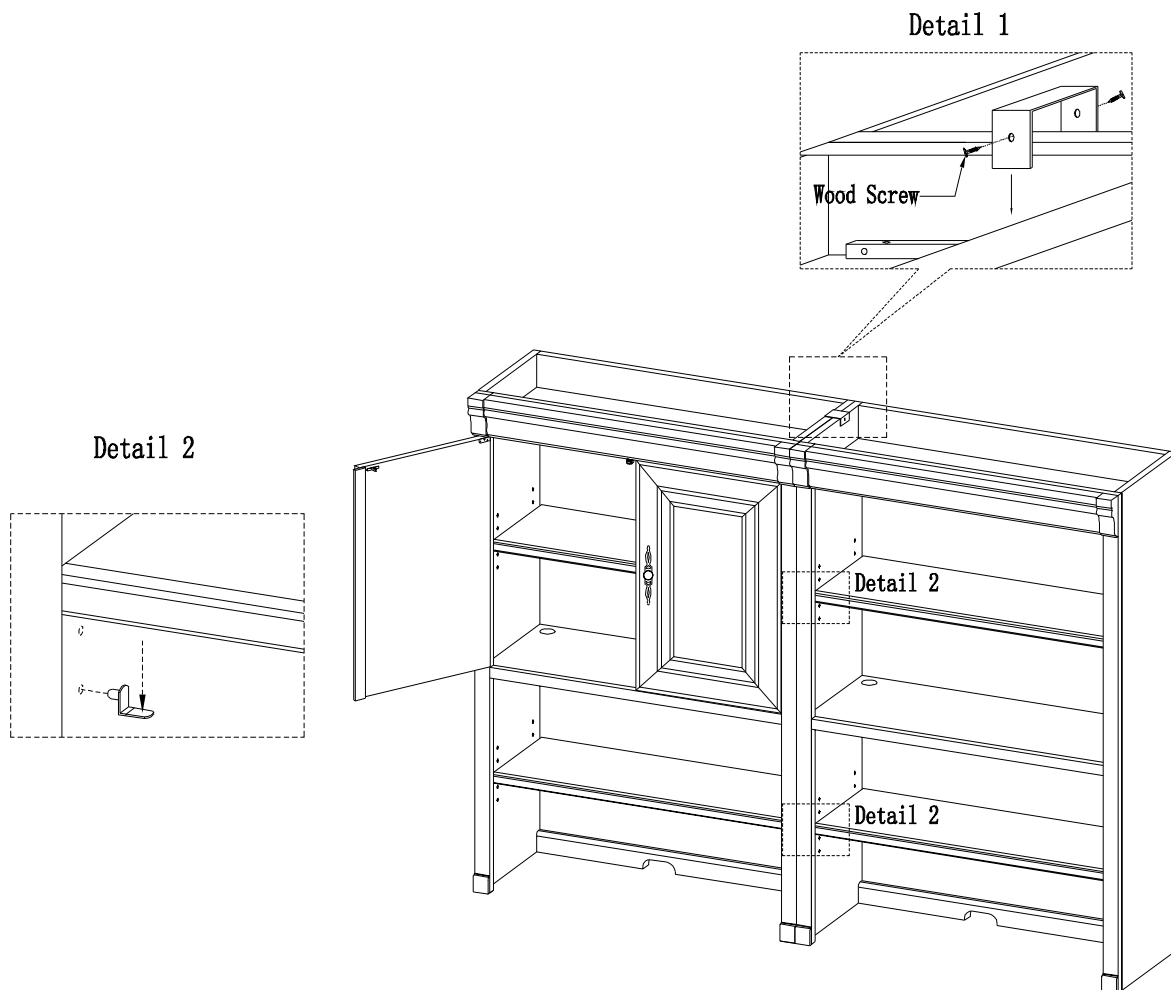
Page 2/2



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ITEM NO: I40-343 Open Hutch



1. Open the box and remove the bottom skid.
2. Take out the shelves and hardware pack.
3. Insert the shelf brackets into the holes in the side panels and place the shelves on as shown in detail 2.
4. Use the U bracket to secure the bookcases together. Line up the front moldings before you tighten the screws, as shown in detail 1.

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2012-06-14

ASSEMBLY INSTRUCTIONS



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ITEM NO: I40-344 Partner's Desk Top & Side Panel

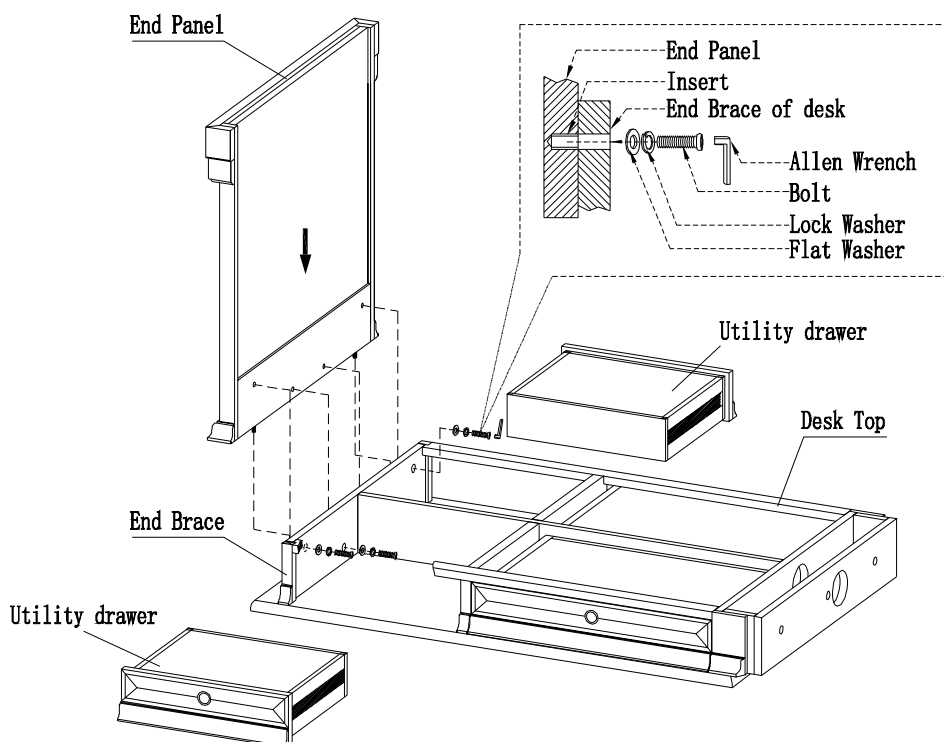
HARDWARE PACK

Bolt	4 Pcs	Allen Wrench	1 Pc
Flat Washer	4 Pcs	Wood Screw	3 Pcs
Lock Washer	4 Pcs		

COMPONENTS LIST

Desk top	1 Pc
End Panel	1 Pc

1. Put the desk top upside down on a clean and soft surface. Remove the utility drawers from the desk and place aside.
2. Align the holes in the end brace of desk top with the insert in the end panel. Attached the end panel to the desk top using 4 bolts, lock washers, flat washers and tighten using an allen wrench.
3. set the desk top with end panel upright. Replace the utility drawers.



ASSEMBLY INSTRUCTIONS

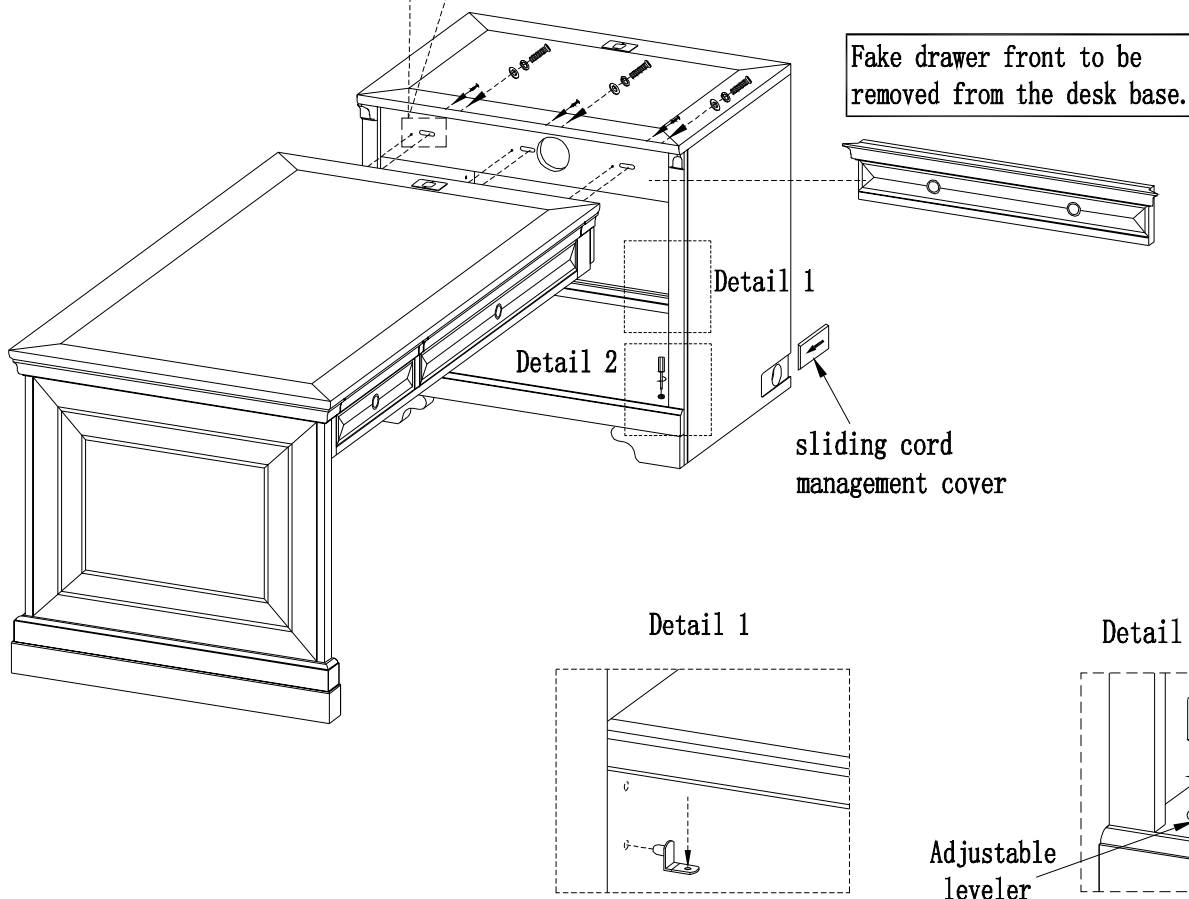
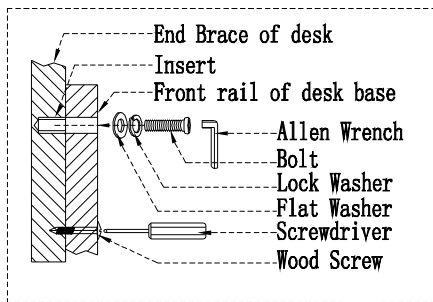


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ITEM NO:I40-344 Partner's Desk Top & Side Panel

1. Remove the fake drawer front on the desk base. Do not discard the bolts, they will be use in the next assembling step.
2. Align the hole in the front rail of desk base with the insert in the end brace of desk top. Attach the desk top with end panel to the desk base using an Allen wrench and screwdriver to connect bolts(3pcs), lock washers, flat washers and wood screws(3pcs).
3. Insert the shelf brackets into the side panels of desk base and place the shelf on.
4. Use a screwdriver to adjust the leveler on the desk base if necessary.



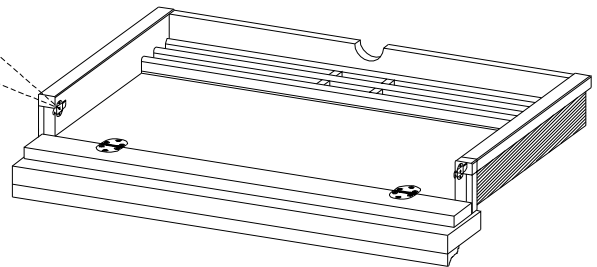
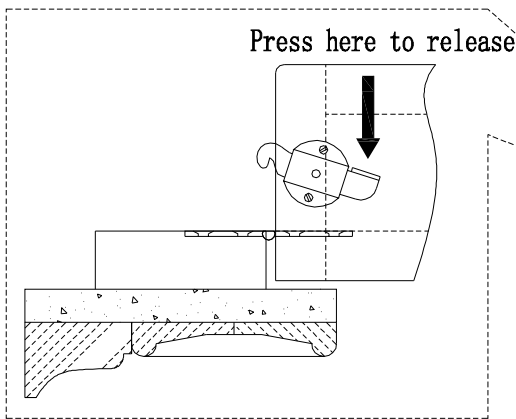
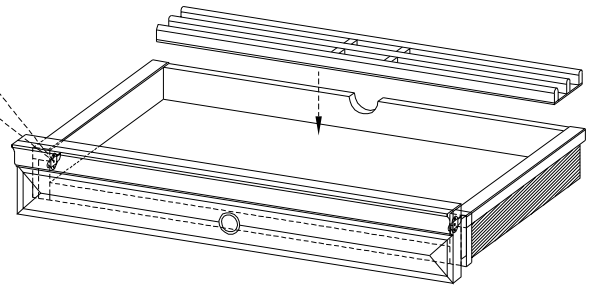
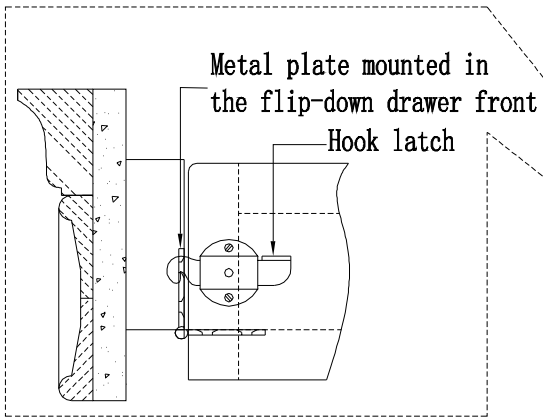
ASSEMBLY INSTRUCTIONS



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ITEM NO: I40-344 Partner's Desk Top & Side Panel



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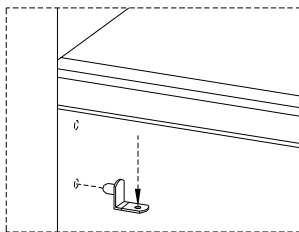
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ITEM NO: I40-345 Partner's Desk Base

HARDWARE PACK		COMPONENTS LIST	
 Shelf Bracket	4 Pcs	Shelf	1 Pcs

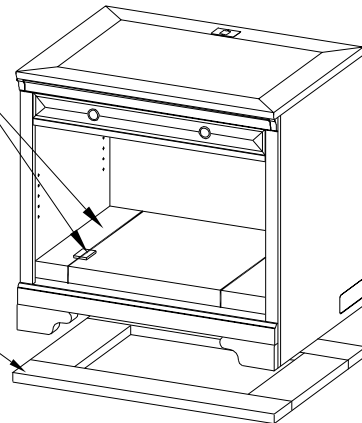
Detail 1



Insert the shelf brackets into the holes and put the shelf on.

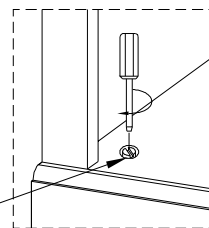
Wood shelf and hardware pack.
Do not trash.

Take this skid off and discard.



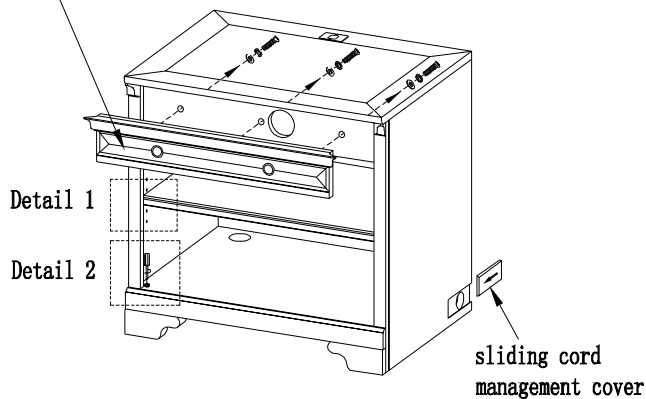
Remove the fake drawer front if this base goes with partner's desk top. Leave it as it is if using as a bookcase base.

Detail 2



Adjustable leveler

Adjust the leveler in the base with a screw driver if necessary.

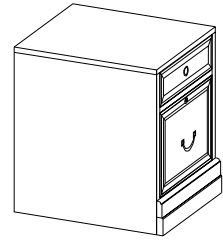


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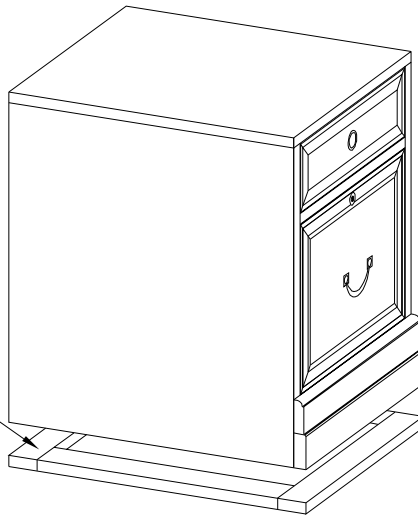
ITEM NO: I40-346 Rolling File

COMPONENTS LIST

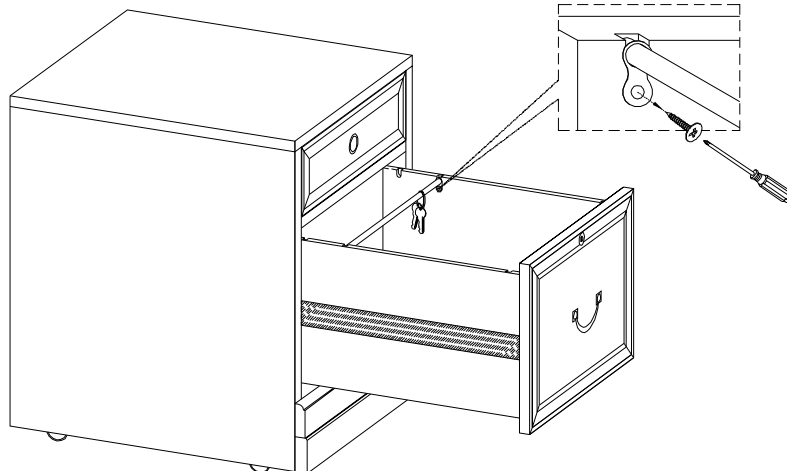
Key

2 Pcs

Take this skid
off and discard.



Remove the wood screws on
the side panels of drawer
box to remove the rod loops
and file rods if necessary.



ASSEMBLY INSTRUCTIONS

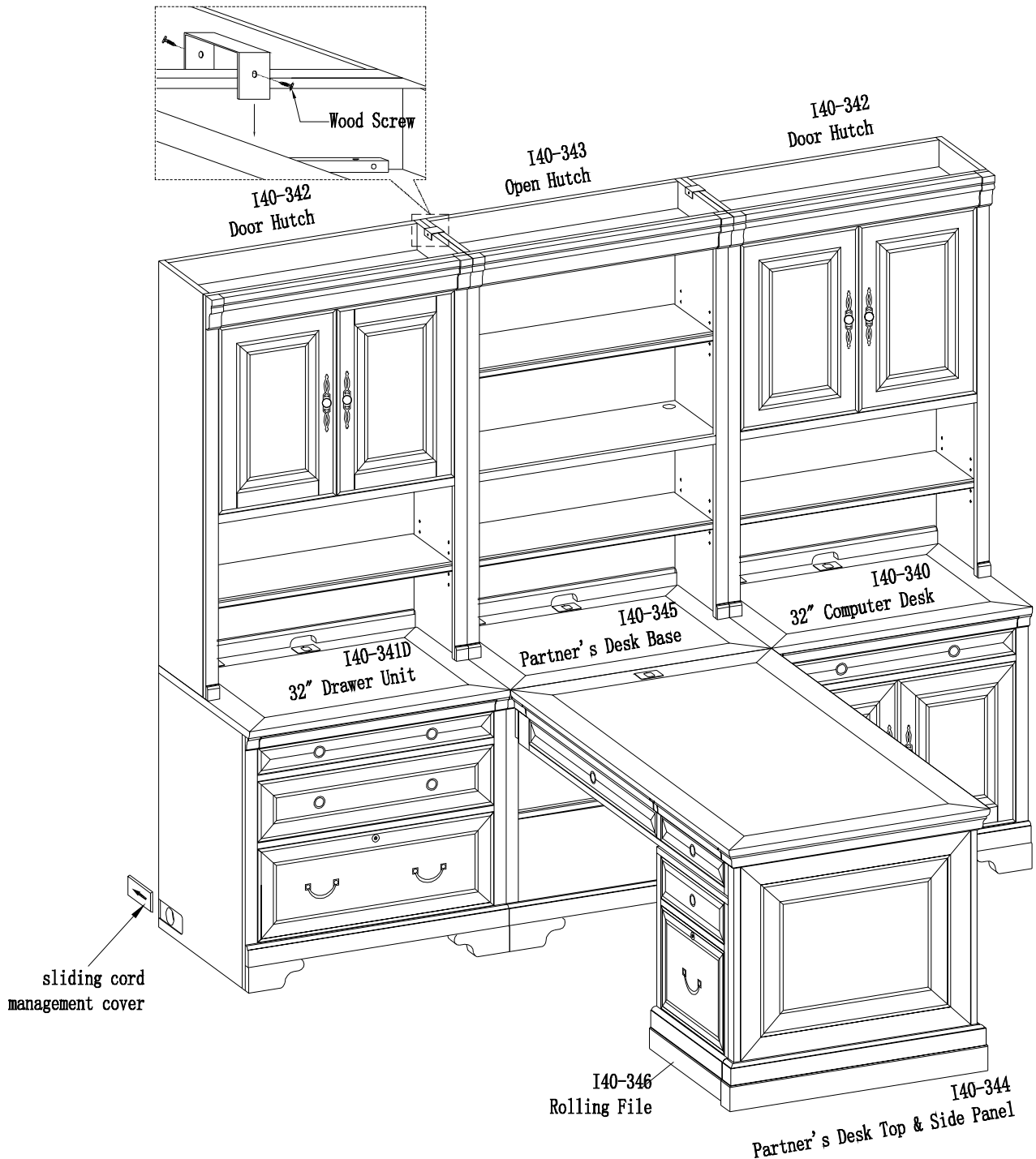
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ITEM NO: I40 Modular Home Office Wall

- Use the U bracket to secure the hutches together. Line up the front moldings before you tighten the screws.
- Remove the sliding cord management cover on the side panel of the base unit if any cord management needs to pass through to the next base.



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